

SAMPLE AGENDA FOR CAUCUS

1. Call Caucus to order by Temporary Chair
2. Temporary Chair Appoints Temporary Secretary
3. Temporary Secretary reads caucus notice
4. Election of a permanent Chair
5. Election of a permanent Secretary
6. Adoption of Rules (optional, but caucus should vote on process if there are differing positions on procedures, see Roberts Rules of Order for default)
7. Nominations
8. Election
9. Announcement of results
10. Adjourn

2026 DTC ELECTION CAUCUS SCRIPT

Needed:

- *Copy of the Caucus Notice that was published 5 - 15 days before the caucus*
- *Number of people present and eligible to vote*
- *(Optional) A draft of the rules of the caucus for adoption*
- *Ballots if voting is to be done by ballot (not necessary, you may use voice vote or other method)*

CALL TO ORDER

TEMPORARY CHAIR: I call this Democratic CAUCUS of the town of _____ to order. If anyone here has not properly checked in and expects to participate as a voting member of these proceedings, please do so now.

APPOINTMENT OF TEMPORARY SECRETARY

TEMPORARY CHAIR: As temporary chair, I appoint _____ as TEMPORARY SECRETARY.

TEMPORARY SECRETARY: (Reads Caucus Notice)

TEMPORARY SECRETARY should announce the number of eligible caucus voters – a count from the Registrar or official checking people in.

ELECTION OF PERMANENT CHAIR

TEMPORARY CHAIR: I will now open the floor to nominations for PERMANENT CHAIR of this Caucus. (Temporary Chair recognizes any nominations and seconds for PERMANENT CHAIR of this caucus from the floor)

[When it seems all nominations are in]:

TEMPORARY CHAIR: Are there any other nominations? Are there any other nominations? Are there any other nominations? (Ask THREE times, with sufficient pauses to make sure anyone can nominate)

Hearing none, I move that nominations be closed. Is there a second (wait for second)

All in favor, say AYE. All opposed say NAY. Are there any abstentions?
(Assuming it passes): The motion to close nominations carries.

[If there are multiple nominations for PERMANENT CHAIR, conduct a vote to determine the winner. If there is only one nominee, declare that person the PERMANENT CHAIR]

_____ shall serve as PERMANENT CHAIR of this caucus. I turn the proceedings over to him/her/them

ELECTION OF PERMANENT SECRETARY

PERMANENT CHAIR: I will now open the floor to nominations for PERMANENT SECRETARY of this Caucus. (Chair recognizes any nominations and seconds for PERMANENT SECRETARY of this caucus from the floor)

[When it seems all nominations are in]:

CHAIR: Are there any other nominations? Are there any other nominations? Are there any other nominations?

Hearing none, I move that nominations be closed. Is there a second (wait for second)

All in favor, say AYE. All opposed say NAY. Are there any abstentions?

(Assuming it passes): The motion to close nominations carries.

[If there are multiple nominations for PERMANENT SECRETARY, conduct a vote to determine the winner. If there is only one nominee, declare that person the PERMANENT SECRETARY]

_____ shall serve as PERMANENT SECRETARY of this caucus.

ADOPTION OF RULES

[Some DTCs elect members by district, others are at-large, and others use a hybrid of the two. Establish the rules of how the membership is elected, in accordance with local party rules.]

The Permanent Chair may lead with a proposed voting method for the size of the group (voice vote, hands, slips of paper)]

Note: In a caucus, secret ballots ARE allowed. That's not to say they are required, but secret ballots are allowed. The caucus should agree whether votes are public (voice, show of hands) or secret. People are voting in their individual capacity, not as a representative. Once seated, the DTC members are representatives of Democrats in town, so in normal DTC meetings or endorsement conventions, votes are not secret, since the member is acting in a representative capacity.

CHAIR: We will now approve the rules of this caucus. [Explain voting procedure]

(If you have provided copies of draft rules): Can I get a motion to approve the rules distributed to caucus attendees?

(If you have not provided draft rules to attendees): Can I get a motion to proceed with voting as described, in accordance with Roberts Rules of Order and the rules of the Democratic Town Committee?

(Ask for a second to approve the rules)

All in favor of adopting the rules, say AYE. All opposed, NAY. Any abstentions? (Assuming it passes): The rules are adopted.

NOMINATIONS and ELECTION of MEMBERS

Proceed according to the endorsement of candidates for DTC according to the rules of your caucus. This may be electing members by district, or it may be at-large. You may have fewer candidates than available seats (or the exact number), in which case, you can announce and ask the caucus to approve a slate. You may have two slates of equal size competing for votes, or you may be electing a given number of individuals from a list of nominated candidates. This is different from town to town.

In all cases: do not close nominations without asking 3x “Are there any other nominations? Get a motion and second to close nominations.

Conduct the vote according to the rules agreed upon (ballot, voice, show of hands, etc.)

Results are to be reported to the **PERMANENT SECRETARY**

ANNOUNCEMENT OF RESULTS

PERMANENT SECRETARY: The caucus has endorsed the following people to serve on the Democratic Town Committee from March 4th of 2026 to March 7th of 2028:

[List names, or, if it's a particularly large list, say that people may come see the list of names. In short, make sure the results are transparent and announced]

ADJOURN

CHAIR: The endorsed candidates for the Democratic Town Committee will be declared elected if no other candidates qualify for a primary. If there is a primary, it will be held on March 3rd. The DTC term begins on March 4th, and we will hold an organizational meeting within 30 days of that date to elect our DTC Chair and other officers.

Congratulations to everyone endorsed tonight!

May I have a motion and a second to adjourn?

All in favor of adjourning say AYE. Any opposed say NAY. Any abstentions?

(Assuming the body votes for it, declare the caucus adjourned)

To be filed with the TOWN CLERK not later than 4:00 PM on January 14th, 2026. Note: this form is to be used only for party-endorsed candidates for the Democratic Town Committee.

CERTIFICATION OF PARTY ENDORSEMENT

Democratic Town Committee

TO: _____ Town Clerk of _____ Connecticut.
(Name of Town Clerk) (Name of Town/City)

Pursuant to the Rules of the Democratic Party and state election laws, it is hereby certified that at a

Democratic Caucus called for that purpose, held on January _____, 2026,

at _____
(Location) (Address)

by a majority vote, the persons listed below were endorsed as candidates for election.

(Fill in appropriate members for the Democratic Town Committee)

<u>OFFICE</u>	<u>DISTRICT</u>	<u>NAME AND ADDRESS</u>
		If applicable

Town Committee Member _____

(Signed) Caucus Chair

January _____, 2026

(Signed) Caucus Secretary

OFFICE DISTRICT NAME AND ADDRESS (Continued if necessary)
If applicable

Town Committee Member _____

(Signed) Caucus Chair

January _____, 2026

(Signed) Caucus Secretary

RULES & GUIDELINES ON PARTY-ENDORSEMENT FOR TOWN COMMITTEE

Party endorsed candidates for town committee must be selected at a Democratic caucus to be placed on the primary ballot. However, if a caucus to endorse candidates for town committee is not called, candidates can only be placed on the ballot by petitioning for signatures.

1. Caucuses for party-endorsement for town committee must be open to all registered Democrats in accordance with the local Registrar of Voters' records.
2. Caucuses must be advertised in a local newspaper at least five full days before the caucus. Five full days does not include the date of the actual caucus. The time, date, location, and purpose of the meeting must be stated within the advertisement.
3. Caucuses must be held between January 6th and 13th, 2026. Results of the caucus must be certified by both the chairperson and the secretary of the caucus and delivered to the Town Clerk by January 14th, 2026 at 4:00 PM.
4. As an IMPORTANT REMINDER, **town committee candidates no longer are required to sign the Certificate of Party Endorsement!** Each endorsement of a candidate must fill in the appropriate information on the certification form. Such certification must contain the name and street address of each person endorsed, the position as committee member and the name or number of the political subdivision or district, if any, for which each such person is endorsed. If such a certificate of a party's endorsement is not received by the town clerk by January 14th, 2026 at 4:00 PM, such certificate shall be invalid and such party shall be deemed to have neither made nor certified such endorsement of any candidate for such office.
5. Any individual who is a registered Democrat in your municipality may observe, vote, speak, or participate in the caucus.
6. According to state party rules, nominations the day of the caucus can be taken by slate or by individual nominations; nominations from the floor must be recognized.
7. After all nominations have been closed (slate and individual), voting may proceed.
8. In the case of a caucus, voters are voting on their own behalf – they are not representing another person or party. Since the caucus is a local election where all registered Democrats are permitted to participate, paper ballots and/or secret ballots are permitted. It is recommended that ballots be kept on file for at least 60 days after the election. As a reminder, secret ballots are not permitted in Democratic Town Committee meetings because members of the DTC are considered elected officials voting on behalf of all local Democrats.
9. Voters may not vote for more candidates than the number for which an elector may vote in the Town Committee Primary. If a voter votes for more candidates than offices available, the ballot should not be counted.
10. If a candidate or a slate wishes to file for a primary, petitions and information on the number of signatures required on the petition may be obtained from the Registrar of Voters. Primary petitions must be filed with the Town Clerk by 4:00 p.m. on January 28, 2026
11. By January 28, 2022 at 4:00 PM, if there is no candidacy for nomination by a person other than party-endorsed members of the town committee, or by persons other than party-endorsed candidates numbering less than twenty-five per cent of the number of town committee members to be elected by such party, then no primary shall be held for town committee members. CGS 9-426. The party-endorsed candidates for election as members of the town committee shall be deemed to have been lawfully elected to such positions.

The above rules and guidelines are in response to frequently asked questions regarding caucuses.

SAMPLE NOTICE OF DEMOCRATIC CAUCUS

To enrolled members of the Democratic Party of the Town or City of:
[REDACTED], CT.

Pursuant to the Rules of the Democratic Party and State election laws, you are hereby notified that a caucus will be held on:

[Date] at [Time] at [Location].

to endorse candidates for **[OFFICE(S) BEING ENDORSED]** and to transact other business as may be proper to come before said Caucus..

Dated at : [TOWN or CITY]

Date: [REDACTED]

[CITY or TOWN] Democratic Town Committee

Chair _____